



Pate's Grammar School
Princess Elizabeth Way
CHELTENHAM
Gloucestershire GL51 0HG
www.patesgsdofe.org
Email: dofe@patesgs.org
Telephone: 01242 538282



See Distribution

Reference: DOFE/WALKING/SPRAC

Date: **01 October 2024**

ADMINISTRATION INSTRUCTION – Silver Walking Practice

General: Pate's Grammar School will conduct a Silver Duke of Edinburgh practice expedition in South Wales in the Brecon Beacons **18-20 October 2024**.

Aim: The aim of the three-day expedition is to assess the participants' training, with a practice journey, to progress them onto the next stage, including two overnight camps and two days of activity.

Event Details:

	Timings	Location	Remarks
Day 1	1600	OED – PGS	Check personal kit and issue team equipment.
Day 2 - 3	-	Llangorse Activity Centre	
Day 3	1600 ETA	OED – PGS	Please wait for a phone call to confirm their arrival time

The collection time is an estimate and heavily depends on the group and traffic, if we are running late or happen to be early, we will ensure that the students inform you.

Do not turn up before us as the gates may be locked so you will not be able to wait on the school grounds. **When you have access to the site, please park at the front of the school away from the OED Centre.**

Personal Equipment: Please refer to the 'Equipment' document for a detailed personal equipment list.

This is also a reminder that we do not want to see any strappy tops or mini shorts on any of the expeditions, students who turn up dressed like this will be turned away. Please remember that when you are walking in long grass or around sheep and cattle, there can be danger from ticks etc. so lightweight walking trousers are strongly advised. Accompanying staff will carry all safety equipment which will be issued on the morning of the event and teams will be liable for any damage caused to this equipment whilst it is in their care.

Food & Drink: Participants must bring their own lunch and snacks for three days, including dinner for two evenings and breakfast for two mornings. Students must carry 2 litres of water every day. Participants will not be able to buy food during the trip. We advise food is high in calories and nutritional value. Fizzy drinks such as Coca Cola are not advisable. Please also ensure they eat a substantial breakfast beforehand. All pot or super noodles are banned and will be confiscated, expedition food such as 'boil in the bag' meals are permissible.

Risk Assessment & Emergency procedures: Groups will be managed with a member of staff designated to each group; checkpoints will be in place to monitor their progress. Risk Assessments have been completed and are issued to all staff involved. All participants and assistants will receive a thorough briefing at the start of the activity.

Medical: Medical procedures are detailed within our risk assessment and all our staff hold a current First Aid qualification. As well as the First Aid Kit the expedition staff carry, there is a comprehensive First Aid Kit held inside the safety vehicle stationed with our qualified safety staff.

Pupils with medication must be responsible for self-administering. In the event of Asthma, the inhaler must be carried in a waterproof container and location made known to the instructors. The instructors will confirm this prior to embarking on the training.

Behaviour/Standards: Sensible behavior is always expected. Staff reserve the right to exclude participants from all activities in the unlikely event that such a standard of behavior is not maintained, or if safety is compromised. Participants are reminded that they are to always adhere to the DofE 20 Conditions. Failure to do this may result in the day walk having to be re-taken. Pupils are to follow the country code, particularly to leave no litter.

Command and signal:

Mobile phones: As this is an official qualifying expedition, any use of a mobile phone by any member of any group, other than for the sole use for an emergency is strictly forbidden. Phones will be checked before and after the expedition by the assessor. Anyone found using a mobile phone to gain an advantage towards their DofE award may be deferred and will have to complete another practice. This could also extend to their whole group being deferred. We advise that mobile phones are safely secured in their bag where they will not get damaged or affected by water.

Radios: All staff and groups will be allocated radios. The 9-seater van will be equipped with a radio and will be utilized as the safety and command vehicle throughout the expedition.

Contact Details: In the event of an emergency, please contact the following:

Ms. Natalie Berry – 01242 538282/

Mobile signal is likely to be weak in the area we are working in so if you cannot reach us and it is not urgent, please leave a voicemail or send a text message to the above mobile phone number.

ORIGINAL SIGNED

Natalie Berry
DofE Manager
Pate's Grammar School